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## ORGANIZATION RELATIONSHIPS AND FUNCTIONS

of the

### CAREER SERVICE BOARDS

- I. Organization of the Career Service Boards
- II. Functions of the CIA Career Service Board
- III. Functions of the Secretariat of the CIA Career Service Board
- IV. Functions of an Office Career Service Board
- V. Types of Rotation

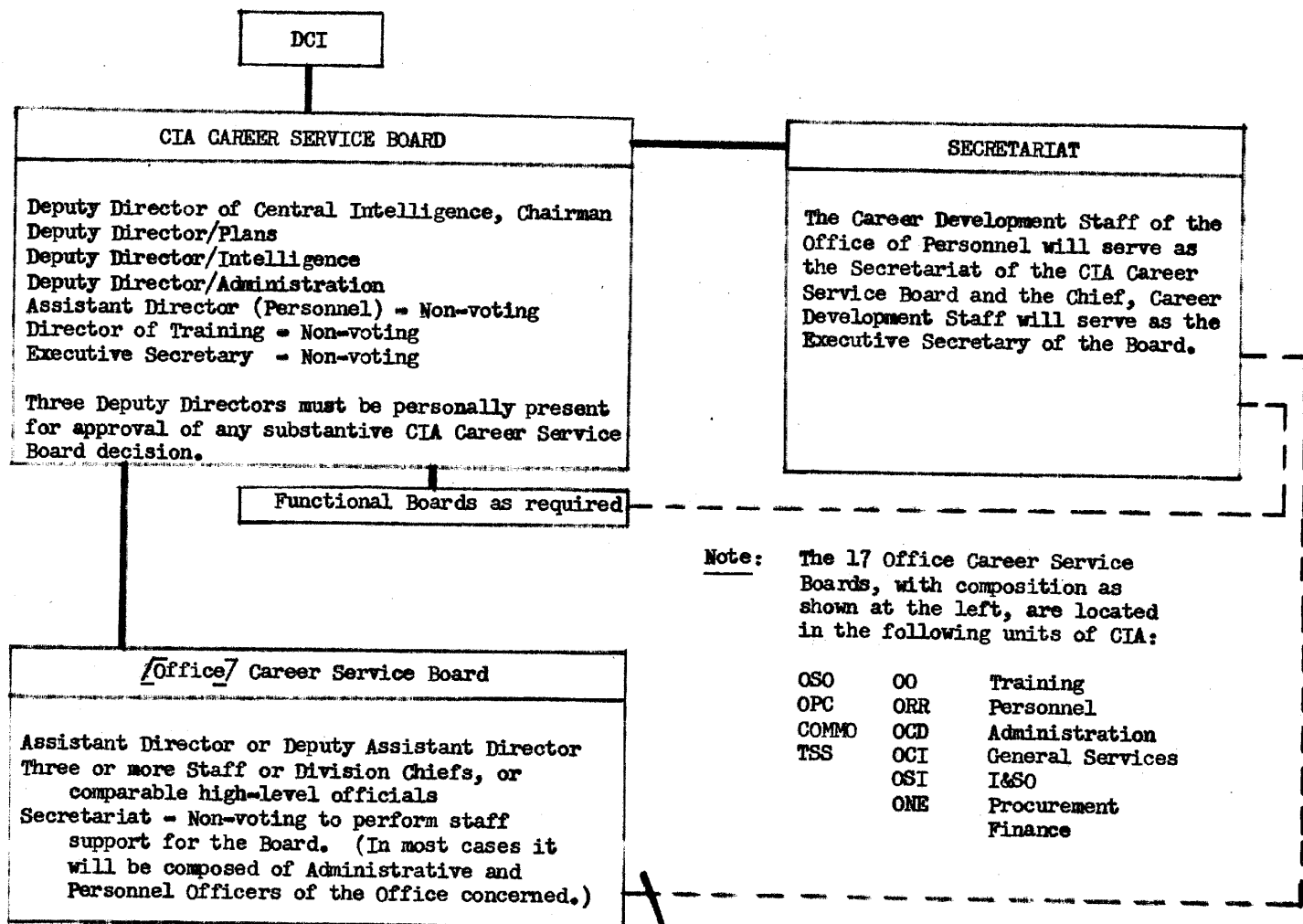
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# I. Organization of the CAREER SERVICE BOARDS



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## II. Functions of the CIA Career Service Board

- (1) Develops policy governing the Career Service Program for submission to the DCI, and serves as his advisor on all matters concerning the Program.
- (2) Advises, and reviews the functioning of Office Career Service Boards.
- (3) Reviews the functioning of the Career Service Program, including:
  - (a) Acting as final board of appeal and adjudication in all Career Service matters involving Office Career Service Boards, Agency Offices or comparable units, and individuals.
  - (b) Approving, on a continuing basis, selection standards employed in the training and rotation programs, and taking final action on requests for waiver of these standards.
  - (c) Allocating Rotation Loan Slots to Office Career Service Boards.
  - (d) Approving or rejecting Office Career Service Board selection and rotation recommendations.
  - (e) Making final decision on rotation appointments, quarterly.
  - (f) *Levy* Levying requirements on Office Career Service Boards for rotatees to prepare them to fill key Agency positions.
- (4) Appoints supporting groups or Boards for handling specialized functions, such as Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, as appropriate, drawing on Agency personnel as necessary.
- (5) Prepares, and submits annually to the DCI, a summary of the operation of the CIA Career Service Program.

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### III. Functions of the Secretariat of the CIA Career Service Board

- (1) Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- (2) Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
  - (a) Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
  - (b) Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
  - (c) Assisting Office Career Service Boards in formulating rotation recommendations.
  - (d) Transmitting recommendations to the CIA Career Service Board for consideration, and verifying personnel data submitted with these recommendations.
  - (e) Issuing circular announcements to Office Career Service Boards listing approved rotation nominations. (The list will contain full data on the individual plus the rotation appointment recommendation of the sponsoring Board.)
  - (f) Coordinating with the Office of Training all training arrangements and needs respecting the CIA Career Service Program.

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#### IV. Functions of an Office Career Service Board

- (1) Serves as advisor to the Assistant Director and acts for him on all matters pertaining to the Career Service Program.
- (2) Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
  - (a) Executing relevant decisions of the CIA Career Service Board.
  - (b) Sponsoring, developing, and executing an intra-Office rotation system, and reporting on it periodically to the CIA Career Service Board via its Secretariat.
  - (c) Participating in the development and execution of approved extra-Office rotation systems.
  - (d) Submitting rotation recommendations to the Secretariat of the CIA Career Service Board for extra-Office appointment.
  - (e) Reviewing circular announcement of rotation recommendations and negotiating with other Office Career Service Boards to effect agreement on rotation appointments.
  - (f) Reporting concurrence or rejection of rotation appointments to the Secretariat of the CIA Career Service Board.
  - (g) Interviewing, if necessary, prospective rotatees.
  - (h) Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
  - (i) Recommending cancellation or continuance of rotation appointments.
  - (j) Ensuring that the rotatees detailed by their Office to another are not overlooked for warranted promotion.
  - (k) Ensuring that jobs of rotatees received by their Office are productive and commensurate with the purpose of the appointments.
  - (l) Selecting Office employees for training and making the necessary arrangements with the Office of Training.
- (3) Appoints supporting groups as appropriate, or Boards for handling specialized functions, such as Promotion, Assignment, etc., drawing on its Office personnel as necessary.

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## V. TYPES OF ROTATION

Rotation is not to be confused with Transfer.

Rotation is the process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve the Agency while remaining on the rolls of his Sponsoring Office.

Transfer is the process of removing an individual from the rolls of one Office and his concurrent addition to the rolls of another Office. This process is independent of the process of rotation though it may be a consequence thereof.

### EXCHANGE ROTATION

(No Rotation Slots needed)

### LOAN ROTATION

(Rotation Slots needed)

Rotation assignments are for a minimum of Six Months

1. Man for Man Trade between two Offices. (It is not necessary that the two rotatees occupy reciprocal positions, but the value of the work and the level at which it is performed is approximately equivalent.)

2. The rotatee occupies a slot on the T/O of his own Sponsoring Office. Organization and Administrative control remains with the Sponsoring Office.

3. Operational and Functional control of the rotatee rests with the Receiving Office.

1. There is no Man for Man Trade, the Receiving Office not having a man available for rotation to the Sponsoring Office.

2. The rotatee goes into a Rotation Loan Slot allotted by the CIA Career Service Board to the Sponsoring Office. Organizational and Administrative control remains with the Sponsoring Office.

3. Operational and Functional control of the rotatee rests with the Receiving Office.

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